STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Statistical Program Manager   **Class Code: 10834**

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A. Purpose:

Directs a statistical program for an agency by supervising statistical staff; authorizing and monitoring fiscal expenditures; determining the agency's statistical reporting and record-keeping requirements; and setting quality standards for the program to ensure effective staffing, efficient methods, and authentic, reliable statistics for use by managers in setting the goals and objectives of the department.

B. Distinguishing Feature:

<u>Statistical Program Managers</u> administer a statistical program by planning and supervising the collection, processing, and dissemination of data; and supervising statistical staff. <u>Senior Statisticians</u> function as a lead worker by providing technical expertise and work direction to other staff, and performing quality control audits of others' projects.

C. Functions:
(These are examples only; any one position may not include all of the listed examples nor do   the listed examples include all functions which may be found in positions of this class.)

1. Performs administrative functions to assist managers.
    a. Determines the statistical record-keeping requirements of the department by meeting with managers and other staff, interpreting informational needs, and setting standards of achievement.
    b. Participates in budget preparation, and authorizes and monitors operating expenditures.
    c. Administers cooperative agreements and grants.
        i. Outlines goals and objectives of projects.
        ii. Prepares budgets.
    d. Coordinates statistical activities with other agencies to eliminate redundancy in data-collection.
    e. Meets with user groups to interpret informational needs.
    f. Authorizes development of data processing systems and approves final products.
    g. Represents the state on technical panels and task forces who develop standards for collecting data.
    h. Reviews proposed legislation for impact on the statistical requirements of the agency and makes recommendations to administrators.

2. Manages an agency's statistical program to acquire supporting data and guarantee its authenticity.
    a. Interprets new and changed statutes, rules, and regulations to determine the need for statistical support, and provides information to staff and the public.
    b. Develops and approves office and standard operating procedures.
    c. Interprets national and international coding manuals for staff and reporting sources.
    d. Approves statistical reports and authorizes distribution.
    e. Validates reports and interprets contents for requesters.
    f. Develops and approves corrective data-collecting methods and evaluates results.

3. Supervises subordinate staff to ensure that the objectives of the work unit are met.
   a. Interviews and selects staff.
   b. Provides training and work direction.
   c. Approves leave requests.
   d. Addresses staff problems and recommends disciplinary actions.
   e. Conducts performance appraisals and completes performance documents.

4. Performs other work as assigned.

D. Reporting Relationships:

The Statistical Program Manager supervises Senior Statisticians, Statisticians, and support staff.

E. Challenges:

Challenged to ensure correct determination of statistical data requirements for an agency and the validity of data collected. This is difficult because the incumbent must interpret requests for data, identify appropriate data sources, and determine if selected data-gathering methods derive representative data. Also challenged to determine statutory authority for requests for statistical reports, difficult because language is often ambiguous.

Typical problems include ensuring staff understanding of reporting requirements, ensuring codes and classifications are implemented consistently and correctly, and reducing redundancy in data collection.

F. Decision-making Authority:

Decides who to hire, statistical record-keeping requirements of the agency, quality standards of the statistical program, which reporting sources to access, how extensive surveys should be, if corrective measures will correct skewed data, if and when data can be distributed and interpretation of the data, if reports are acceptable, work assignments, and whether computer systems meet the agency's needs.

Decisions referred to higher authority include authorization of projects, and final approval of policies and procedures that affect other agencies.

G. Contact with Others:

Weekly contact with requesters to provide interpretation of statistics, with federal agencies to exchange information on development of standards governing statistical compilation, with the public to provide information on program statistics, and with other agencies to share data.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the principles and methods used in the collection, analysis, and presentation of statistical and economic data;
- statistical testing methods;
- research design methods and procedures;
- mathematics principles;
- federal and state statutes and agency policies;

Ability to:
- use and adapt technical formulas in reducing, analyzing, and interpreting data;
- apply appropriate statistical techniques;
- exercise judgement in collecting statistical and economic data;
- read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work;
- organize and clearly express information in concise written form;
- apply analytical thinking to specific problems;
- plan and direct the activities of major research projects
- communicate information clearly and concisely;
- prioritize projects;
- supervise.